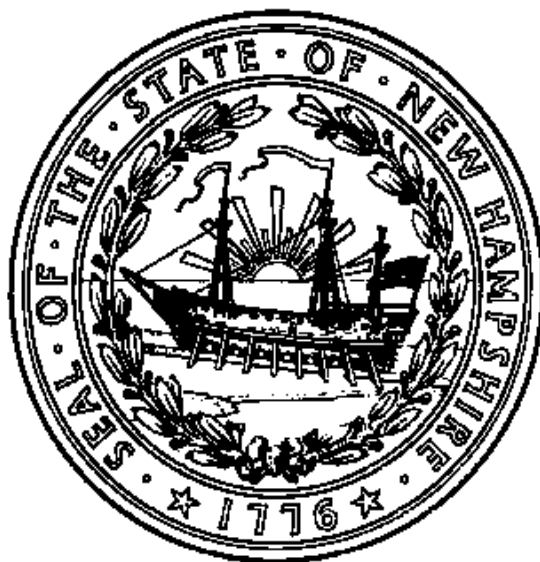


STATE OF NEW HAMPSHIRE



DEPARTMENT OF JUSTICE

**KELLY A. AYOTTE
ATTORNEY GENERAL**

ELECTRONIC ADDENDUM* TO SUBGRANT APPLICATION KIT

(*REQUIRES SUBMISSION OF SIGNATURE DOCUMENTS FROM PRIMARY
APPLICATION)

**THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF JUSTICE
GRANTS MANAGEMENT UNIT**

MISSION STATEMENT

The Grants Management Unit of the Department of Justice exists to make a difference in the lives of the citizens of New Hampshire by ensuring the proper use of federal funds for criminal justice purposes. The Grants Management Unit does this through:

- * the professional administration of grant resources;
- * the adherence to all underlying federal and state requirements;
- * the coordination of federal criminal justice resources available to the state; and
- * efficient service and assistance.

Telephone: 271-7986; E-mail: timothy.brackett@doj.nh.gov
Website: www.doj.nh.gov/grants/index.html

**State of New Hampshire
Department of justice**

Project Narrative

[Please Note: For all text entry fields, ensure that all of your entered text is visible within the text entry box on the screen, otherwise that text will not be visible when this document is printed. If additional space is needed, please add supplemental pages using the outline found below. Text should be both visible and readable within the confines of the text box.]

1. Problem Statement

2. Program Description

3. Goals, Objectives, Activities and Performance Measures:

4. Reporting, Monitoring and Evaluating Methods:

APPENDIX A

STATE OF NEW HAMPSHIRE
DEPARTMENT OF JUSTICE
FORMULA E-GRANT APPLICATION
ELECTRONIC COVER PAGE

a) Program Title b) Federal Funds Requested \$

c) Agency Name

d) Chief Elected Official/Head of Agency*

Name

Title

Address

Telephone:

Fax:

E-mail:

e) Project Director

Name

Title

Address

Telephone:

Fax:

E-mail:

f) Financial Officer

Name

Title

Address

Telephone:

Fax:

E-mail:

g) Proposed Grant Period

h) Proposed Program Implementation Date

(*all grant-related documents will be sent to the head of agency unless head of agency requests that they be sent to the project director.)

APPENDIX B

Department of Justice Grant Application

BUDGET ITEMIZATION

Program Name:

A. PERSONNEL (Job Title)	Annual Salary	Program Allowable%	Federal Funds	Matching Contribution	Total Budget
Subtotals					
SOCIAL SECURITY & OTHER FRINGE BENEFITS (Itemize)					
Subtotals Fringe					
Subtotals, Personnel & Fringe					
B. CONTRACTUAL SERVICES					
Subtotals					
TOTAL					

Department of Justice Grant Application

BUDGET ITEMIZATION (CONT'D)

Program Name:

C. TRAVEL

Federal
Funds

Matching
Contribution

Total
Budget

Subtotals

D. FACILITY COST

Subtotals

E. OTHER COSTS

Subtotals

F. EQUIPMENT PURCHASES (Description, quantity, cost)

Subtotals

GRAND TOTALS

APPENDIX C

Department of Justice Grant Application

BUDGET NARRATIVE

Program Name:

SUBGRANT MATCH:

A. Total Federal Dollars Requested: \$

B. Divide by (see application) ____.

C. Equals - Total Cash Match Required: \$

D. Match Source:

_____	State Funds	Amount: \$
_____	County Funds	Amount: \$
_____	Local Funds	Amount: \$
_____	County Incentive Funds	Amount: \$
_____	United Way	Amount: \$
_____	Charitable Foundation	Amount: \$
_____	Other (please describe)	Amount: \$

BUDGET NARRATIVE:

SUPPLEMENTAL BUDGET SHEET (IF NEEDED)

Department of Justice Grant Application

Program Name:

[illegible]

Instructions for Using this Addendum

This application addendum is intended to be used in conjunction with the program guidance and application kit that corresponds to the grant program you are applying for. This addendum will help you complete the application cover page, budget detail sheets, budget narrative, and in some cases the application narrative, on your computer, then print and return them, along with the required signature documents included in the application kit and program guidance, to our office. Due to limitations with the standard Adobe Acrobat reader, the completed documents are not designed to be saved. You must ensure that your application is completed and printed before exiting this electronic application addendum.

This addendum is generic to all application kits, thus may not exactly match the application kit and guidance you have received. The guidance included in the program application kit must be followed when completing this addendum. Where appropriate, you may complete the program narrative portion in another application, provided that the format shown in the program guidance is adhered to. Applicants may not modify the budget detail sheets or application cover page format.

A supplemental budget detail sheet has been included in this electronic document for those instances where there is insufficient space, on the standard budget detail sheet, to list all items being requested. To use the supplemental sheet, simply place the letter and description, of the budget category in question, in the "Item" box on the supplemental sheet, then list each item as you would on the standard budget detail sheet.

You will also see that this generic budget detail sheet includes a match column. If the program guidance for the program you are applying does not list a match requirement, then you need not complete the match column.

Please contact the program manager listed in the application kit and program guidance with any questions you may have on the grant program itself. You may contact me with any technical questions you have regarding this addendum. You may reach me at (603) 271-8090 or timothy.brackett@doj.nh.gov